

## High School Record Book Procedures

<u><b>Month</b></u>	<u><b>Freshman</b></u>	<u><b>Sophomore/Junior/Senior</b></u>
<b>September</b>	<ol style="list-style-type: none"> <li>1. Planning an SAE</li> <li>2. Discuss use of record books with SAE</li> </ol>	<ol style="list-style-type: none"> <li>1. Bring all expenses and receipts up to date</li> <li>2. Summarize all fairs / shows / placement / camp / leadership / competencies activities</li> <li>3. Cash flow (Form 5) updated</li> <li>4. All sales and receipts have units (lbs., bu., head)</li> <li>5. Exchange of Labor updated (if applicable)</li> </ol>
<b>October</b>	<ol style="list-style-type: none"> <li>1. Start Budgets (enterprises)</li> <li>2. Determine SAE programs</li> </ol>	<ol style="list-style-type: none"> <li>1. Update expenses, receipts, cash flow, labor/exchange transactions, and loan transactions</li> </ol>
<b>November</b>	<ol style="list-style-type: none"> <li>1. Finalize budgets</li> <li>2. Determine SAE program</li> <li>3. Start expenses and receipts for capital purchased and operating costs</li> </ol>	<ol style="list-style-type: none"> <li>1. Normal expense and receipts transactions</li> <li>2. Update cash flow and supplementary forms</li> </ol>
<b>December</b>	<ol style="list-style-type: none"> <li>1. Develop inventories for January 1<sup>st</sup></li> <li>2. Complete budgets</li> <li>3. Personal assets/liabilities are correctly inventoried</li> <li>4. Develop depreciation tables for capital purchases</li> <li>5. Develop (beginning) financial statement/balance sheet</li> <li>6. Complete supplementary forms for use the next year</li> </ol>	<ol style="list-style-type: none"> <li>1. Total and complete cash flow, expenses and receipts</li> <li>2. Prepare preliminary tax estimate (if warranted)</li> </ol>
<b>January</b>	<ol style="list-style-type: none"> <li>1. Complete beginning inventories, depreciation tables, liabilities</li> <li>2. Complete beginning financial statement/balance sheet</li> <li>3. Start expenses and receipts</li> <li>4. Complete exchange of labor budget</li> </ol>	<ol style="list-style-type: none"> <li>1. Complete all former year record book forms</li> <li>2. Reconcile cash transactions with checking accounts</li> <li>3. Start cash flow (Form 5)</li> <li>4. Complete 1040F and 1040 tax forms</li> <li>5. Prepare budget</li> <li>6. Update leadership and proficiency awards in FFA section of record book</li> <li>7. Reconcile net worth increase/decrease as to, net profit, gifts, personal income, etc.</li> </ol>
<b>February</b>	<ol style="list-style-type: none"> <li>1. Check expense/receipts, cash flow and exchange of labor</li> <li>2. Update budgets and SAE plans</li> </ol>	<ol style="list-style-type: none"> <li>1. Justify record book with State Farmer and Proficiency applications</li> <li>2. Update expenses and receipts</li> </ol>
<b>March</b>	<ol style="list-style-type: none"> <li>1. Check expense/receipts, cash flow transfers</li> <li>2. Check if depreciation is correctly set up</li> <li>3. Review loan payments</li> <li>4. Review support records</li> </ol>	
<b>April &amp; May</b>	<ol style="list-style-type: none"> <li>1. All record books graded for accuracy and ready for end of school year</li> <li>2. Set one on one visit for summer SAE visit</li> <li>3. Complete summary for graduating seniors not continuing in FFA</li> </ol>	
<b>June &amp; July</b>	<ol style="list-style-type: none"> <li>1. SAE visits, review record book for accuracy</li> <li>2. Update budgets and all record book forms. Determine which support records apply to Proficiency Awards &amp; State Farmer applications.</li> <li>3. Take pictures of SAE and Placement activities</li> </ol>	
<b>August</b>	<ol style="list-style-type: none"> <li>1. Check to see if students have recorded all fair/show records</li> <li>2. Check expense/receipts/fairs/placings, etc.</li> <li>3. Relate in newsletters they should be completing all records for review and grading in September</li> </ol>	